Office of Logistics

Staff Meeting

n o t e s

Listed below are the topics that were discussed at the D/L staff meeting on 23 Sept 1987. While they do not represent the totality of our discussions, they do represent the highlights. Your division or staff chief can provide you with additional details on those topics in which you are interested.

25 September 1987

25X1
25X1
1. The Office of Logistics (OL) welcomes its newest employees: [   ] - Supply Division

25X1
2. [   ] was presented with a Special Achievement Award on 18 September 1987 for his performance while serving as Deputy Chief, Logistics Division, NPIC. During this time John successfully coordinated several programs which had a very positive impact on the morale of NPIC employees. His knowledge of building operations, component requirements, and his experience in getting things done were major factors in the successful completion of a number of projects. John's motivation and dedication were remarkably high during this period. [   ]

25X1

25X1
3. [   ] Logistics Officer assigned to the Supply Branch, Logistics Division, SG/NPIC, was presented with an Exceptional Accomplishment Award on 18 September 1987 for her contribution in the recent audit of NPIC's Accountable Property records. Through her efforts, the property records received an excellent audit report. Lisa's outstanding accomplishment can be attributed to her exceptional skills, her diplomacy and her hard work. [   ]

25X1

25X1
4. [   ] an Offset Stripper/Platemaker, assigned to the Printing and Photography Division, was presented with a Special Achievement Award on 23 September 1987 in recognition of his outstanding performance during the period 1 September 1986 through 1 May 1987. During this timeframe many key production personnel were on extended TDY assignments or were reassigned. As a consequence [   ] had to perform two unique trades. In addition to his normal duties as an offset stripper/platemaker, he also worked as a pressman.

25X1
[   ] also took on many self-initiated projects demonstrating his versatility. He dealt with vendors, trained co-ops and apprentices, monitored layouts, operated the laser

25X1
[   ]

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platemeker, etc. Beyond all of this he assumed a second shift
job, involving long hours of overtime, when it was personally
inconvenient. A very valuable, dedicated, versatile employee.

25X1

5. A Wang library has been established (olcorres) to
assist all OL Wang users in the preparation of Office of
Logistics correspondence, consisting of those samples of
formats most used. Guidance is consistent with that provided
in the Agency Correspondence Handbook [   ] This is a
"read-only" library which provides easy access to samples which
can be printed in hard copy. If you have any suggestions for
other items you would like included or if you need additional
assistance, please call Marie, Dawna, or Brenda in the Office
of the Director of Logistics [   ]

25X1
25X1

6. The New Building Project Office completed cleanup of
mud and water in the north end of the first and ground floors
of the New Headquarters Building caused by heavy rains over the
12-13 September weekend. A firm, specializing in flood
restoration, worked around-the-clock from 14 through
17 September to expedite the cleanup. Drywall, floor, ceiling
tiles and countertops that were damaged will be replaced.

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9. The Printing and Photography Division received delivery of a Heidelberg GTO printing press and installation was completed on 25 September. The press cost $159,000 and can run 8,000 sheets per hour, printing either two colors on one side of a sheet or one color on both sides of the paper. With the completion of installation, Heidelberg will provide an instructor and conduct a three-day training program.

25X1

25X1

11. Logistical support is being provided for the Agency's Family Day on 26 September in coordination with the Offices of Security and Personnel. In addition to cleaning all corridor areas the evening of 25 September, OL will set up additional furniture in several locations throughout the Headquarters Building to support various Agency components. Personnel from Building Services Branch, OL will be available throughout the day to respond to emergency requirements.

25X1

25X1

Attachments
  A. One Individual Can Make a Difference
  B. October Visitations
  C. Item of Interest from SD

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ATTACHMENT A

****** ONE INDIVIDUAL CAN MAKE A DIFFERENCE ******

The Director of Logistics extends a sincere "well done" to the following employees who, by their outstanding performance, have not only received acknowledgment from OL customers but have helped to enhance the "can do" image of our office:

25X1

25X1   _____ , while serving as Industrial Security Officer at a domestic location, received a letter of
25X1 appreciation, dated 10 September 1987, from _____
25X1 ____ Director of Technical Service (OTS), for the outstanding industrial security support provided to OTS during the period 20 April through 26 June 1987. During this time numerous
25X1 requirements were placed on _____ as the newly assigned
25X1 permanent Industrial Security Officer and _____ stated
25X1 that _____ dedication and commitment reflects the highest standards of OL, and the Agency is fortunate to have such
25X1 dedicated and well qualified professionals. _____

25X1   _____ , Small Purchases Section/GPB/PD, was commended in a cable from the field, dated 19 September 1987, for her quick response to a request for air conditioners for
25X1 _____ The cable stated that 18 days was better than anyone could have anticipated and many thanks go to Sheila
25X1 for her expeditious handling of this request. _____

25X1

S E C R E T

ATTACHMENT B

OL VISITATION SCHEDULE

October 1987

	OFFICER	COMPONENT	DATE
	C/P&PD	C/OGI/SS and Logs Officer	10-05-87
	C/SD	C/ATF and Logs Officer	10-06-87
	DD/L	C/EPS and Logs Officer	10-06-87
	C/IMSS	C/OTE/AD and Logs Officer	10-07-87
	C/RECD	C/DCG/CS and Logs Officers	10-08-87
	EO	D/ICS and Logs Officer	10-09-87
	C/FMD	C/AG/OSWR and Logs Officer	10-09-87
STAT	D/L	[ ] and Logs Officers	10-13-87
STAT	C/P&PD	C/NE[ ] and Logs Officer	10-13-87
	C/IMSS	C/OS/AS and Logs Officer	10-14-87
	D/L	D/OMS	10-19-87
	C/FMD	C/SEG/CS and Logs Officer	10-19-87
	DD/L	C/EUR and Logs Officer	10-20-87
	C/SD	C/SAS/SS and Logs Officer	10-20-87
	C/RECD	C/OEA/ES and Logs Officer	10-23-87
	EO	D/OD&E and C/SPG/CS	10-27-87
	C/PMS	C/CSG/CS and Logs Officers	10-27-87
STAT	C/PD	[ ] and Logs Officer	TBD
	C/PD	C/CPG/CS and Logs Officers	TBD
	C/PMS	C/OIA/AB and Logs Officer	TBD

INVENTORY CONTROL SYSTEM

MONTH-END CUTOFF PROCEDURES

"WHAT DO YOU MEAN, GET OFF AND STAY OFF?"

"IT'S THE LAST WORK-DAY OF THE MONTH,
WE NEED TO DO CUTOFF PROCESSING
AND ANY USERS ON THE DATA BASE SLOW US DOWN."

"I FORGOT!"

"I THOUGHT YOU WERE THROUGH ALREADY!"
(FROM A USER WHO HAD SIGNED BACK ON AT 12:30 P.M.)

"CAN'T YOU READ THE MESSAGES WHEN YOU SIGN ON TO THE DATA BASE?
THEY'VE ONLY BEEN THERE FOR FOUR DAYS!!"

Do any of these remarks sound familiar?? They are heard frequently when end-of-the-month cutoff procedures are in process for the Inventory Control System (ICS). Each month of the year, Supply Division's Data Control Branch (DCB) performs Month-End processing on the ICS data base. That processing is generally known as "Cutoff". DCB normally attempts to close down the data base to all customer input and query statements at noon on the last work day of the month. This process is frequently held up by as much as 30 to 45 minutes simply because it's very difficult to get users, especially those outside of Page Building, to sign off the data base. However, once this has been accomplished, cutoff begins in earnest.

The primary reason for asking all users to sign off the data base is to ensure the accuracy of the data. If users continue to input changes to the data base while cutoff is in process, the Stock Status Reports or microfiche will not be accurate for the end of the month reports.

Once all users are off the data base, a report is prepared showing the dollar amount each office in the Agency has spent for the fiscal year, as well as the dollar value for stock allocations and replenishments. DCB personnel quickly review these reports looking for large, obvious errors. These errors typically occur when receiving data is input incorrectly. For example, receiving on a recent order for two 1,000 foot spools of wire costing $10,500 per spool (total cost $21,000) was incorrectly input as 2,000 units at $10,500 (total cost $21,000,000). Needless to say, that error bankrupted the customer's account! Until these errors are detected and corrected, further work on the cutoff comes to a screeching halt. Once corrected, normal processing can continue.

The next step is to run a series of pre-defined programs called "launch pads" that extracts selected data elements from the ICS to generate reports. This process requires the use of tape drives. As there are currently only two appropriate tape drives available for this production, DCB is in constant competition with other Agency data bases for their use. Drives are allocated on a first come, first serve basis. Also, as the files from which the information is extracted are large (suspense has some 37,000 records, online activity stands at 156,000 and inventory is at 18,000 records) and all launches require end-to-end searches, it takes at least an hour to pull a tape. DCB uses the tapes generated by this process to generate some 140 reports and eight different sets of microfiche.

Once "launch pads" has been run and completed, a message is sent on the terminal telling all users the data base is free for input once again. However, this is not the end of the cutoff process! The next working day, DCB in conjunction with Technical Group, IMSS/OL, reviews a hard copy of the month-end statistics generated by the Office of Information Technology (OIT) to verify that all files were properly updated and all data transmitted was in fact accounted for.

By the time these reports are returned to Supply Division by OIT and proofing is accomplished to ensure their completeness, a full work week has been used to conclude the monthly cut-off process. The reports are then distributed to area log offices, component budget and fiscal offices, and various other customers within the Agency.

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